



## **Essential Skills Instructor**

Eastern Shore Musquodoboit Valley Learning Network (ESMVLN)

Location: Sheet Harbour

Start Date: September 8, 2026

Last day: June 24, 2027

Position Type: 10-Month Contract (School Year) with the possibility of returning in September

Hours: 31.25 hours/week for 40 weeks

Schedule Example: Monday 1pm - 8:30pm, Tuesday–Thursday, 9:00am–5:00pm

Salary: \$26.93/hour - \$31.52/hr based on experience

Benefits: Extended Health Care Plan and Optional Registered Pension Plan (matched up to 4%)

**Job posting closes June 12th, 2026**

## **About Us**

The Eastern Shore Musquodoboit Valley Learning Network (ESMVLN) is a community-based learning organization that provides free educational opportunities to adults and families across our rural communities. We believe learning happens everywhere and are committed to creating welcoming, supportive, and engaging learning environments.

## **Full Job Description**

Are you passionate about helping adults build confidence with technology and essential skills? Do you enjoy creating welcoming, supportive learning environments where people feel comfortable asking questions, trying new things, and learning at their own pace?

The Eastern Shore Musquodoboit Valley Learning Network (ESMVLN) is seeking an Essential Skills Instructor to deliver adult digital skills and community literacy programming in Sheet Harbour.

As a natural educator, you understand that successful adult learning goes beyond lesson plans and curriculum. You know how to create engaging, supportive learning experiences that meet people where they are, build confidence, and adapt to different learning styles and goals. You are patient, flexible, organized, and comfortable working with learners from a wide range of backgrounds and skill levels.

You are confident in teaching technology in simple, approachable ways and are comfortable adjusting lessons when learner interests or needs shift. You understand the importance of confidentiality, respect, and creating an inclusive environment where learners feel safe and supported.

**We're seeking an instructor with knowledge and experience in:**

- Google Workspace
- Microsoft 365
- Email and internet use
- Zoom and virtual meeting platforms
- Smartphones and tablets
- Internet safety, scams, and online privacy
- Digital tools, workplace technology, and emerging AI trends
- Soft skills such as communication, teamwork, listening, adaptability, and problem solving

**This position includes:**

- Three days per week teaching digital skills and workplace technology to adult learners
- One day per week facilitating a community literacy/book club style program that combines books, cooking, armchair travel, discussion, soft skills, and digital learning
- Planning and supporting 4 family literacy events each year, including preparing crafts and activities for large groups of children, organizing games and interactive learning activities. These events are typically held on Saturdays for 2–3 hours each.
- Possible evening classes one day per week based on program needs and learner interest

**Why Join Us?**

- Make a meaningful impact in rural communities
- Help adults build confidence, independence, and workplace skills
- Deliver creative, engaging community-based programming
- Work in a supportive team environment
- Access ongoing professional development opportunities and training
- Be part of an organization that believes learning happens everywhere

**Your Responsibilities:**

- Assess learners using NorthStar Digital Literacy Assessment tools and/or CAMERA assessment tools (training provided)
- Deliver engaging, adult-focused instruction using culturally relevant and accessible materials
- Accommodate diverse learning styles using a universal design for learning approach
- Establish individual learning plans and monitor learner progress

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- Maintain learner records and documentation
- Prepare lesson plans, some curriculum materials, and learner activities
- Maintain learner confidentiality and professional boundaries
- Refer learners to community supports and resources when appropriate
- Attend meetings, reporting requirements, and professional development opportunities
- Stay current with evolving technology, online safety concerns, scams, and AI tools

**What We're Looking For:**

- Strong digital skills and comfort troubleshooting technology
- Excellent communication and interpersonal skills
- Patience, adaptability, and a learner-centered approach
- Creativity and comfort facilitating both structured lessons and informal group discussions
- Comfortable working with both adult learners and children during family literacy events
- Ability to work independently and as part of a small team
- Strong organizational and documentation skills
- Experience working with adults, families, or community-based programming is considered an asset
- Experience teaching or facilitating workshops is considered an asset

**Training Requirements:**

The successful candidate will be required to complete:

- NorthStar Digital Literacy Proctor Training
- Practitioner Training through Literacy Nova Scotia
- LaMPSS, CAMERA, and E3-related training as required

Training will be provided by ESMVLN